

Name:

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Get out an orange literature book, turn to pages R16 and R17 (the R pages are in the back of the book) and answer the following questions about reading and following functional text (instructions).

1. What are three types of consumer documents that fall under functional text?
2. What do you look at to find clues to the process of each section?
3. What is the purpose of letters or numbers in functional text?
4. What kinds of words might appear in all capital letters?
5. Why should you look for verbs in functional text?
6. What should you pay attention to in order to avoid potential problems?
7. How can reading the introductory text help?